

Charging & Remission Policy



Approved: September 2015

Review Date: September 2019

Associated policies and documentation

- Financial Management & Administration Policy (to be written by the Business Manager)
- Educational Visits Policy
- 16-19 Bursary Policy Statement (To be written by the Business Manager)

1. Introduction

The purpose of the policy is to ensure that there is clarity over those items which UTC@MediaCityUK will provide free of charge and those items where there may be a charge.

2. Definition

The UTC@MediaCityUK day is defined as 8.30 am to 5.00 pm.

3. Activities during the UTC@MediaCityUK Day

During the UTC@MediaCityUK day all activities that are a necessary part of the curriculum will be provided free of charge. This includes any materials, equipment and transport to take students between UTC@MediaCityUK and the activity. It excludes charges made for teaching an individual student or groups of up to four students to play a musical instrument. Unless the teaching is an essential part of either the curriculum or a public examination syllabus being followed by the student(s), UTC@MediaCityUK will make a charge (see below).

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- The examination is on the set list, but the student was not prepared for it at UTC@MediaCityUK
- The examination is not on the set list but UTC@MediaCityUK arranges for the student to take it
- A student fails without good reason to complete the requirements of any public examination where UTC@MediaCityUK's Governing Body originally paid or agreed to pay the entry fee

Contributions may be sought for activities during the UTC@MediaCityUK day which entail additional costs, e.g. field trips. In these circumstances no student will be prevented from participating because his/her parents cannot make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities.

From time to time a non-UTC@MediaCityUK based organisation, such as a visiting drama group or storyteller, may be invited to arrange an activity during the UTC@MediaCityUK day. Such organisations may wish to charge parents who may, if they wish, ask the Principal to agree to their child being absent for that period.

4. Optional Activities outside of the UTC@MediaCityUK Day

The UTC may charge for optional, extra activities provided outside of the UTC@MediaCityUK day, e.g. a club or theatre visits. Such activities are not part of the National Curriculum or Religious Education, nor are they part of an examination syllabus. Where UTC@MediaCityUK wishes to charge, parents will be advised in advance. Where specific funding has been received to support particular activities, UTC@MediaCityUK will subsidise the charge to the extent permitted by the funding.

5. Residential Activities

Residential activities will incur a charge for participating students equal to the cost of providing the place on the designated trip (see below).

6. Calculating Charges

When charges are made for any activity, whether during or outside of the UTC@MediaCityUK day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who are unable or unwilling to pay.

Support for cases of hardship will come through either the UTC@MediaCityUK budget or fundraising. Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the UTC@MediaCityUK and/or charges to parents.

7. Remission

In cases of hardship the Governing Body will consider in its absolute discretion the remission of fees (either in full or in part) for those students who it considers will benefit from such activities.

8. Eligible Benefits

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual income, as assessed by HM Revenue & Customs, that does not exceed £16,190)
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

Monitoring and Review

The implementation of this policy throughout UTC@MediaCityUK will be reviewed annually, with all relevant changes clearly identified and a report made to the Governing Body by the Business Manager.

Approval by Governing Body and Review Date

This policy has been formally approved and adopted by the Governing Body at a formally convened meeting.

Signed: _____ (Chair of Governing Body)

Date: _____ Review date: _____